

☐ **Special Exception:**     \$1000.00

**Application #** \_\_\_\_\_  
**Meeting Date** \_\_\_\_\_



**SEMINOLE COUNTY  
PLANNING & DEVELOPMENT DIVISION  
1101 EAST FIRST STREET - ROOM 2028  
SANFORD, FL 32771  
407-665-7441 PHONE 407-665-7385 FAX**

**APPLICATION FOR SPECIAL EXCEPTION**

**PROPERTY OWNER / APPLICANT** *(If you are not the owner please provide a letter of authorization from the owner)*

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip code: \_\_\_\_\_

Project Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip code: \_\_\_\_\_

Phone number(s): \_\_\_\_\_

Email address: \_\_\_\_\_

**What is this request for?**

☐ **Church**

☐ **Other:** *(please explain below)*

☐ **Daycare**

☐ **School**

☐ **Group Home**

☐ **Assisted Living Facility (ALF)**

☐ **Kennel**

☐ **Riding Stable**

☐ **Alcoholic Beverage Establishment**

☐ **Communication Tower**

**CONCURRENCY REVIEW MANAGEMENT SYSTEM: (Please check one.)**

**Concurrency Application can be found at:** <http://www.seminolecountyfl.gov/gm/devrev/concurrency.asp>

☐ I elect to defer the Concurrency Review determination for the above listed property until a point as late as Final Engineering Submittal. (Minor Plat and Final Engineering require Concurrency Test Review.) I further specifically acknowledge that any proposed development on the subject property will be required to undergo Concurrency Review and meet all Concurrency requirements in the future.

☐ I hereby declare and assert that the aforementioned proposal and property described are covered by a valid previously issued and unexpired Certificate of Vesting or prior Concurrency determination as identified below: (Please attach a copy of the Certificate of Vesting or Prior Test/Concurrency Notice.) Vesting Certificate/Test Notice Number: \_\_\_\_\_ Date issued: \_\_\_\_\_

☐ Concurrency Application and appropriate fee is attached. I wish to encumber capacity at an early point in the development process and understand that only upon approval of the development order and full payment of applicable facility reservation fees is a Certificate of Concurrency issued and entered into the Concurrency Management Monitoring System.

Is the property available for inspection without an appointment? ☐ Yes ☐ No

What is the current use of the property? \_\_\_\_\_

NO APPLICATION WILL BE ACCEPTED AND/OR SCHEDULED unless the required **Pre-Application Conference** has been held and all of the required information in the Special Exception application and submittal checklist is provided to the Planning & Development Division.

**Signed:** \_\_\_\_\_

**FOR OFFICE USE ONLY**

Date Submitted: \_\_\_\_\_ Reviewed By: \_\_\_\_\_

Tax Parcel Number: \_\_\_\_\_ Zoning/FLU \_\_\_\_\_

[ ] Legally created parcel (1971 tax roll, 5-acre dev, lot split) [ ] Platted Lot (check easements on lots / in dedication)

[ ] Lot size \_\_\_\_\_ [ ] Meets minimum size and width

[ ] Past approval # \_\_\_\_\_ [ ] Application and checklist complete

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## SUBMITTAL CHECKLIST FOR SPECIAL EXCEPTION

A Special Exception is approved to a detailed conceptual site plan. Following approval of the Special Exception by the Board of Adjustment a final engineered site plan is required to be submitted for approval to the Planning & Development Division. See link for Site Plan Review information: <http://www.seminolecountyfl.gov/gm/devrev/plansummary.asp>

	1. Completed application.
	2. Provide a statement of the request including a summary of the business operation. Include information such as: square footage of facilities; hours of operation; seating capacity; number of clients, or students; number of staff and how many shifts; and address any other site concerns that may impact adjacent properties.
	3. Ownership Disclosure Form (Seminole County Application & Affidavit).
	4. Owner's authorization letter (if needed). This form can be obtained at <a href="http://www.seminolecountyfl.gov/gm/planning/forms.asp">http://www.seminolecountyfl.gov/gm/planning/forms.asp</a>
	5. A Special Exception is approved to a detailed conceptual site plan and should include, at minimum, the following information:
	<ul style="list-style-type: none"> <li>○ Size and dimensions of the parcel</li> </ul>
	<ul style="list-style-type: none"> <li>○ Location of wetland and/or flood plain line, if applicable</li> </ul>
	<ul style="list-style-type: none"> <li>○ Location and names of all abutting streets</li> </ul>
	<ul style="list-style-type: none"> <li>○ Location of driveways</li> </ul>
	<ul style="list-style-type: none"> <li>○ Identification of available utilities (<i>ex: water, sewer, well or septic</i>)</li> </ul>
	<ul style="list-style-type: none"> <li>○ Location, size and type of any septic systems, drain field and wells</li> </ul>
	<ul style="list-style-type: none"> <li>○ Location of all easements</li> </ul>
	<ul style="list-style-type: none"> <li>○ Existing and/or proposed buildings, structures and improvements (<i>Label existing, label proposed, and include square footage and dimension of each</i>)</li> </ul>
	<ul style="list-style-type: none"> <li>○ Building height</li> </ul>
	<ul style="list-style-type: none"> <li>○ Setbacks from each building to the property lines</li> </ul>
	<ul style="list-style-type: none"> <li>○ Proposed fences</li> </ul>
	<ul style="list-style-type: none"> <li>○ Location and size of buffers: show existing and proposed landscaping, fences and walls</li> </ul>
	<ul style="list-style-type: none"> <li>○ Location, number and size of existing and proposed parking spaces</li> </ul>
	<ul style="list-style-type: none"> <li>○ Location of existing and proposed outdoor lighting</li> </ul>
	<ul style="list-style-type: none"> <li>○ Location of existing and proposed signage</li> </ul>
	<ul style="list-style-type: none"> <li>○ Location of fire lanes</li> </ul>
	6. Provide an 8 ½ x 11 reduction of the site plan.